

City Government is Looking for an Office Assistant

Job Opening:

- Office Assistant

Must have:

- Strong Computer skills
- Superior Communication skills
- Ability to organize and manage several projects at the same time
- Ability to deal with a culturally diverse population
- Able to stay calm at all times is essential
- Experience in politics, government, political, or community organizing is highly recommended
- Bilingual abilities are helpful

If you are interested in the position you may
e-mail your resume and letter of interest to:
Cynthia_Patron@longbeach.gov

**Greater Long Beach
Workforce Development System**

LOCATION
Career Transition Center
3447 Atlantic Ave.
Long Beach CA, 90807

Career Transition Center • Youth Opportunity Center
Department of Community Development
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org

Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities. TTY Relay (562) 570-4629.